

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Personnel

DATE: 29 SEP 1978

FROM : Comptroller

SUBJECT: Improper Handling of United States Government Transportation Requests

1. There has been brought to my attention by the Fiscal Division, Travel Branch, that the Traffic Officer in the Central Processing Branch, in preparing United States Government Transportation Requests, is following the practice, in many instances, of not only signing such requests over the title of Traffic Officer but is also signing for the traveler and in his name.

2. This is contrary to the provisions of General Regulation [redacted], which reads in part, as follows:

"Issuing officers and travelers are cautioned that transportation requests must be completely filled out and properly signed by both issuing officer and traveler before such are valid for presentation to obtain transportation and/or accommodations."

3. This is brought to your attention with the view that immediate action will be taken to discontinue this practice and to assure that all transportation requests prepared in the future will be signed by the traveler for whom the accommodations are to be obtained.

E. R. SAUNDERS

Document No.	16
No Change in Class.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Reclassified	
Class. and Ext. for	TS S C
Auth:	HR 10-2
Date:	1-8-SEP 1978
By:	026